



**CITY OF FARMERS BRANCH
AGENDA
REGULAR MEETING
HISTORICAL PRESERVATION AND RESTORATION BOARD
TUESDAY, MARCH 28, 2017
FARMERS BRANCH HISTORICAL PARK
2540 FARMERS BRANCH LANE, FARMERS BRANCH, TEXAS
7:00 P.M.**

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES FOR FEBRUARY 28, 2017 MEETING**
- III. CONSIDER EXCUSING THE ABSENCES OF SCOTT A. AMES AND MARJORIE CUTLER FROM THE FEBRUARY 28, 2017 BOARD MEETING**
- IV. DISCUSS BOARD SECRETARY AND TAKE APPROPRIATE ACTION**
- V. DISCUSS PROPOSED HISTORICAL PARK RENTAL POLICY AND TAKE APPROPRIATE ACTION**
- VI. DISCUSS VOLUNTEER APPRECIATION EVENT AND TAKE APPROPRIATE ACTION**
- VII. DISCUSS BOARD SUPPORT OF THE FRIENDS AND TAKE APPROPRIATE ACTION**
- VIII. DISCUSS UPCOMING EVENTS**
- IX. REPORTS:**
 - A. COLLECTIONS**
 - B. FRIENDS OF THE HISTORICAL PARK**
 - C. MUSEUM EDUCATION/VOLUNTEERS**
 - D. MUSEUM/PLANNING**
 - E. MUSEUM STORE**
 - F. ORAL HISTORY**
 - G. PROGRAMS AND SPECIAL EVENTS**
 - H. REVENUE**
 - I. WEDDINGS**
- X. DISCUSS DIRECTOR'S REPORT AS IT RELATES TO ACTIVITIES AT THE SENIOR CENTER, RECREATION CENTER, HISTORICAL PARK, AND VARIOUS PARK FACILITIES**
- XI. ADJOURNMENT**

AMERICANS WITH DISABILITIES ACT, TITLE II

The Farmers Branch Historical Park is wheelchair accessible. Specially marked parking spaces are located in the parking area off Farmers Branch Lane. The Dodson House is accessible on the north side of the house. Persons with disabilities planning to attend this meeting who are deaf, hearing impaired or may need auxiliary aids such as sign interpreters or large print, are required to contact the City Secretary at 972-919-2503 at least 72 hours prior to the meeting.

I certify that the above notice of this meeting was posted at least 72 hours prior to the scheduled meeting time, in accordance with the Open Meetings Act, on the bulletin board at City Hall.

Approved to Post: Deborah Turner
for City Secretary

Stamp:

Posted by: DEBORAH TURNER

Date Posted: 3-23-17



**MINUTES
HISTORICAL PRESERVATION AND RESTORATION BOARD
REGULAR MEETING
TUESDAY, FEBRUARY 28, 2017**

PRESENT: Ann Christman
Clare Connally
Carol Dingman
Bitsy Laney
Kay Lynn Lyon
Beth Wood

ABSENT: Scott A. Ames
Marjorie Cutler

STAFF: Jeff Harting
Director, PARD

Meredith Dowdy
Special Project Manager

Bradley Kent
Marketing Coordinator

Derrick Birdsall
Historical Park Supt.

Danielle Brissette
Museum Educator

Kim Jolly Chapman
Historical Park Coordinator

The meeting was called to order at 7:02 P.M. by Board Chair, Clare Connally.

APPROVED MINUTES: With a few clarifications from Kay Lynn Lyon regarding the Firehouse Theater, Ann Christman moved that the minutes be accepted. Beth Wood seconded. Motion carried unanimously.

CONSIDER EXCUSING THE ABSENCE OF SCOTT AMES FROM THE JANUARY 24, 2017 BOARD MEETING: Following the lead of City Council, Board absences will need to be excused at the following meeting by the members of the Board present. Carol Dingman moved to excuse Scott's absence. Bitsy Laney seconded. Motion carried unanimously.

INTRODUCTION OF BRADLEY KENT, MARKETING COORDINATOR: Clare Connally welcomed Jeff Harting, Meredith Dowdy and Bradley Kent to the Board meeting and thanked them for attending. Clare stated that she was happy to have Bradley come and take on the very full job of marketing the Parks and Recreation Department.

Bradley stated that one of his goals was to increase awareness of all that the Department does. Information to residents will start going out in the water bill, and the Historical Park is mentioned via Vintage Base Ball and "historical fun." Bradley plans to continue cross promoting and each PARD division will be represented. Bradley is also working on the tourism website (discoverfarmersbranch.com) and the new ampersand campaign.

Carol Dingman asked if the ampersands were going to be at the Historical Park all the time, to which Bradley stated they'll only be present at special events. Carol asked about the various labels throughout the entire city and Jeff Harting responded by stating that Bradley's job is to be responsible for the PARD marketing and not the City as a whole.

Carol mentioned that in her opinion, Historical Park marketing should include all of the Park's legacy, not just special event information; that Farmers Branch has many important aspects to its history.

Bradley went on to say that he was going to design a "text" campaign to capture unique visitors to the Historical Park; to pay Google to populate searches and generate hits/links to the Park as well. All city webpages are scheduled to be updated by the end of summer.

Jeff Harting added that there has been money requested at mid-year for wedding marketing and additional money will be requested at the fiscal year as well.

Carol asked if there was a way to use the Gilbert journals for marketing.

Beth Wood asked what the Board could do to assist Bradley. He said that sharing videos and/or photos of the Historical Park online on social media would be a great way to help get the word out.

Ann Christman asked Bradley if there would be a booth at the Farmers Market and can the Historical Park co-promote? Both Bradley and Danielle Brissette responded that they were planning on doing just that. Meredith Dowdy added that each Farmers Market would have an information booth. Ann also asked if QR codes were still popular – Bradley said the technology is starting to pass them by in his opinion.

Clare Connally stated that the Board is here to support Bradley and his marketing efforts.

Carol Dingman asked what the current budget is for marketing. Bradley and Kim Jolly Chapman stated that there was approximately \$34,000 placed in the budget for mid-year. Carol said that it would behoove the Board to act in its advisory capacity to City Council about approving the requested marketing funding.

Bradley reminded everyone that currently the department is operating on limited funds but that plans are moving forward.

Clare Connally thanked Bradley and Meredith for coming to the Board meeting and that she looked forward to working with them.

DISCUSS THE HISTORICAL PARK'S RENTAL POLICY: Staff presented the Board with the revised rental policy for discussion and approval. Carol Dingman asked if the Park provides a wedding planning service for brides; Kim Jolly Chapman said no, but staff does direct brides to the Park's vendor list which does help them in finding vendors for their wedding.

Carol moved to recommend adoption of the revised rental policy to City Council. Ann Christman seconded. Motion carried unanimously.

UPCOMING EVENTS: The schedule of upcoming events was included in the Board's packet and discussed.

COMMITTEE REPORTS:

A. COLLECTIONS: The Collections report was included in the Board's packet and discussed.

B. FRIENDS OF THE HISTORICAL PARK: No report.

C. MUSEUM EDUCATION/VOLUNTEERS: Danielle Brissette was present to discuss the Museum Education report. Danielle asked the Board to help spread the word on social media or via word of mouth for all of the Park's programs, but particularly with the cemetery tours this fall.

D. MUSEUM/PLANNING: No report.

E. MUSEUM STORE: Kim Jolly Chapman was present to discuss the Museum Store report.

F. ORAL HISTORY: Dara Jones will start interviewing folks in March.

G. PROGRAMS AND SPECIAL EVENTS: No Report.

H. REVENUE: No report.

I. WEDDINGS: No report.

DIRECTORS REPORT: The Director's Report was included in the Board's packet and discussed.

ADJOURNMENT: The meeting was adjourned at 8:43 P.M.

RESPECTFULLY SUBMITTED:

Derrick Birdsall, Secretary

Clare Connally, Board Chair



MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: March 23, 2017.

SUBJECT: Board Attendance

Consider excusing the absences of Board member Scott A. Ames and Marjorie Cutler from the February 28, 2017 Board meeting.

Adhering to the new Attendance Policy under the Ethics Policy City Council has adopted, the Historical Preservation and Restoration Board shall decide by vote at this meeting whether Scott's absence was for good cause or not.

As a matter of practice, the Board has excused the absence of a Board member when a member has a pre-notified excusable absence. By excusing the absence, the Board member is not penalized with using one of three unexcused absences allowed in the Charter.

Actions:

- 1) Motion to approve the excused absences of Board member Scott A. Ames and/or Marjorie Cutler from the February 28, 2017 Board meeting.
- 2) Motion to deny approval of the excused absences of Board member Scott A. Ames and/or Marjorie Cutler.
- 3) Motion to modify to meet the needs of the Board.
- 4) Motion to table the issue for further study or take no action.



MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: March 23, 2017

SUBJECT: Board Secretary

The position of Board Secretary is currently vacant. The position of Board Secretary is essential as taking minutes is a function of the Board.



**FARMERS
BRANCH**

MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: March 23, 2017

SUBJECT: Rental Policy

This item is on the agenda so the Board can discuss the status of the proposed changes to the Historical Park Rental Policy.



MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: March 23, 2017

SUBJECT: Volunteer Appreciation

National Volunteer Appreciation week is April 23 – 29, 2017. Staff will prepare an item for the April 1st City Council agenda to recognize the Historical Park volunteers. The Historical Park will send out invitations during National Volunteer Week for the Historical Park's Volunteer Appreciation event scheduled for Thursday, June 1. Staff will be on hand to answer questions.



MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: March 23, 2017

SUBJECT: Board Support of the Friends of the Historical Park

This item was placed on the agenda at the request of Board Chair, Clare Connally.



MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: March 23, 2017

SUBJECT: Upcoming Events

Please see the Education Report, included in the Board packet, for upcoming demos, weekend activities and Vintage Base Ball.

- 3/28 (Tuesday) Board meeting (7:00 pm)
- 4/1 (Saturday) Vintage Base Ball Festival
- 4/4 (Tuesday) Star Party (dusk); alternate weather date 4/6 (Thursday)
- 4/14 (Friday) Good Friday full-time holiday (Park open 8:00 am – 5:00 pm)
- 4/16 (Sunday) Easter (Park Closed)
- 4/22 (Saturday) Date Night
- 4/25 (Tuesday) Board meeting with dinner (6:30 pm)
- 5/2 (Tuesday) Star Party (dusk); alternate weather date 5/4 (Thursday)
- 5/23 (Tuesday) Board meeting (7:00 pm)
- 5/27 (Saturday) Liberty Fest Presents: Stars & Strings
- 5/29 (Monday) Memorial Day full-time holiday (Park open 8:00 am – 5:00 pm)
- 6/1 (Thursday) Volunteer Appreciation
- 7/14 (Friday) Family Star Party (7:00 – 11:00 pm; come and go)



MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: March 23, 2017

SUBJECT: Collections Report

Donations:

David Dennis donated a handmade box of tools that his grandfather, George Dibbrell Dennis Sr. used to work on a windmill at the Dennis Farm that was once where Janie Stark Elementary sits now. He also donated his father's (George Dibbrell Dennis, Jr.) 1942 Carrollton High Yearbook.

Judy Cargill donated a 1901 Cookbook and a marble-top washstand to be used in the Queen Anne Victorian Cottage.

Roger McKemie donated a dolly to be used in the Gas Station.

Danielle Brissette donated a handmade rag rug to the Expendable Collection.

Jamie Rigsby donated a handmade rag rug to the Expendable Collection.

Acquisitions:

A large flashcard and two pamphlets with pictures were purchased to be used in the School.

Did you know?: Rag rugs originated in England and Europe, and were usually produced in a plain-woven style. Rag rugs were a practical floor covering, and the techniques came to America with the early immigrants, and were passed down through the generations. Most rugs were produced by recycling worn clothing or other textiles. In the 1900's rug-making traditions were modified to take advantage of the local availability of materials. Different techniques flourished in different sections of the country. Woolen rugs becoming well established in New England due to proximity of the woolen mills. Where railroads provided economical transportation, wool and cotton fabrics produced on the east coast were made available for rug making in other areas of the expanding U.S.

Projects

1. Donations

Donations continue to come in as staff and volunteers work to process the last several donations.

2. Church Foundation/Humidity Control Project

Geotechnical and structural engineers have been out to the park to gather final information to make the report regarding repairs to the church foundation. Once they have made a recommendation, scheduling and other repairs will be considered.

3. Piano

The grand piano that belonged to the McKee family was removed from the church for repair. Due to temperature and humidity issues in the church, the wooden boards that held the strings were loose causing the piano to be out of tune. The boards and strings will be replaced. The repair could take a couple of months. Upon completion, the piano will be stored until the church foundation is repaired. A "loaner" piano is in the church to be used until the McKee piano returns.

4. Gilbert Complex/Foundation Project

Staff has been working on several projects relating to the Gilbert House including transcription of the journals, research of possible outbuildings, additions to interior furnishings, and monitoring movement in the Gilbert House foundation over the last several years. With recent earthquakes and very wet weather, staff was concerned about the growing cracks in the walls of the Gilbert House. Architexas, a leading firm in preservation architecture, examined the Gilbert House and suggested that the house be inspected by structural engineers. At their recommendation, JQ Engineering was contacted, and a meeting is set for the beginning of April to determine what steps will need to be taken to stabilize the Gilbert House.

5. School Interior Painting

The interior of the School was painted and reset. The new paint should hold up longer and be resistant to dirt and smudging.

6. Queen Anne Victorian Cottage

The attic of the Queen Anne Victorian Cottage was inspected revealing several holes and problem areas in the roofing. Contractors have repaired the largest holes over the back porch and patched accessible areas until a full repair can be done.

7. Collections Management Policy

Staff continues to work on revising the Collections Management Policy to reflect changes in procedure including Access and Usage Agreements. Once staff changes are finished, the policy will be brought to the Board for review.



FARMERS BRANCH

MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: March 23, 2017

SUBJECT: Education Report

Volunteers

- 2017 has had 368.50 hours donated so far by 50 individual volunteers
- We are currently working on plans for Volunteer Appreciation 2017

School Tours

- The 2016-2017 school tour season has 32 schools booked so far (11 from C-FBISD and Farmers Branch City schools and 21 from non-C-FBISD districts and outside of Farmers Branch) with 2142 total guests

Outreach

- The Vintage Base Ball Team played in Waxahachie on 3.11, and tied the Waxahachie team 4-4.
- Weekend demonstrations have been particularly well attended this season.

Events

- Upcoming Spring/Summer Events
 - *Come Fly a Kite!*
 - o Sunday, March 26, 2017, 12:30-5:30 PM
 - o Sunday, April 23, 2017, 12:30-5:30 PM
 - o Sunday, June 25, 2017, 12:30-5:30 PM
 - o Sunday, July 23, 2017, 12:30-5:30 PM
 - *Star Party*
 - o Tuesday, April 4, 2017, Sunset - 9 PM
 - o Tuesday, May 2, 2017, Sunset - 9 PM
 - *Bird Walk*
 - o Saturday, May 6, 2017, 8-10 AM- Migratory Bird Walk
 - o Saturday, June 17, 2017, 8-10 AM- Summer Bird Walk
 - *Service Station Open for Business*
 - o Sunday, April 9, 2017, 1-4 PM
 - o Saturday, May 13, 2017, 1-4 PM

- *Vintage Base Ball*
 - o Spring Training, Saturday, March 25, 2017- Members of the Farmers Branch Mustangs will work off the winter by practicing fielding, batting, and more. Anyone interested in joining the Mustangs or with an interest in Vintage Base Ball is invited to join us.
 - o Open Practice- Tuesday, March 28, 2017- 5:30-7:30 PM
 - o Saturday, April 1, 2017- Farmers Branch Vintage Base Ball Festival- Times TBA
 - o Saturday, April 15, 2017- Versus the Carrollton Elites at the A.W. Perry Homestead, First Pitch at Noon
 - o Saturday, April 29, 2017- Versus the Westerns B.B.C. of Topeka, Owasso, OK- Times TBA
 - o Saturday, May 20, 2017- All Play Ball- Members of the public and of other Vintage Base Ball teams are invited to come and join us in a game of Town Ball, the predecessor of 1860s base ball with even fewer rules. Rules and equipment will be provided, although it's recommended that those planning to play wear athletic attire and sneakers or baseball cleats. If you'd like to come and watch the fun, bring a lawn chair or quilt. Check out the rules for townball at FBVintageBaseBall.com.
- *Log House- Spinning and Weaving*
 - o Saturday, March 25, 2017, 1-4 PM
 - o Saturday, April 29, 2017, 1-4 PM
- *Peters Colony Land Grant Office*
 - o Saturday, March 25, 2017, 1-4 PM
 - o Saturday, April 29, 2017, 1-4 PM
- *Train Depot*
 - o Sunday, April 9, 2017, 1-4 PM
 - o Sunday, May 21, 2017, 1-4 PM
- *Caboose*
 - o Sunday, April 9, 2017, 1-4 PM
- *General Store*
 - o Sunday, April 9, 2017, 1-4 PM
- *School*
 - o Sunday, April 30, 2017, 1-4 PM
 - o Tentative--- Saturday, May 13, 2017, 1-4 PM
 - o Sunday, May 21, 2017, 1-4 PM
- *Queen Anne Victorian Cottage*
 - o Sunday, April 30, 2017, 1-4 PM
- *Gilbert House*
 - o Saturday, March 25, 2017, 1-4 PM
 - o Sunday, April 30, 2017, 1-4 PM
 - o Saturday, May 20, 2017, 1-4 PM
- *Victorian Fencing Demonstration (Lawn of QAVC or in Church)*
 - o Sunday, April 23, 2017, 1-4 PM
 - o Sunday, May 21, 2017, 1-4 PM
 - o Sunday, June 18, 2017, 1-4 PM
 - o Saturday, November 11, 2017- Grand Assault of Arms



MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: March 23, 2017

SUBJECT: Museum Store Report

Inventory Purchases

- Coca-Cola Refreshments \$36.48 bottled drinks

Possible Pre-Packaged Bags

- Aikin Elementary March 30
- Grace Academy (Pre-K) April 20
- Primrose School June 6

Visit to the Store

- Prince of Peace March 10 \$277.55
- Davis Elementary March 21 \$109.80
- Homeschool LEAPS March 22 \$ 71.00
- Texas Virtual Academy April 7

PARKS AND RECREATION REPORT

FEBRUARY

Council Items

Application requesting federal funding, on-street trails, 2/7

Upcoming:

Consultant prepare preliminary design plans, Westside Trail, 3/7

Special Events/Tournaments

Tournament of Champions, 2/16-18, 32 teams

Upcoming:

CFBBA Opening Day and Parade, 3/25

Farmers Branch Market Opening Day, 4/1

Senior Center

Monthly breakfast, 115 attendees, 2/6

Cookin' Club, 18 participants, 2/8

Valentine Tea, 135 participants, 2/10

80 Uppers Club, 26 participants, 2/11

Laughter Class, 25 participants, 2/17

Trips in February:

Museum of Biblical Arts, 22 participants 2/1

Shoji Tabuchi Show, 24 participants, 2/11

Cruisin' Cuisine, 24 participants, 2/16

Dallas World Aquarium, 22 participants 2/23

Upcoming:

Monthly Breakfast, 3/6

Living with Joint Pain, 3/17

Social Security Talk, 3/22

Glow Stick Yoga, 3/21

Trips in March:

Cruisin' Cuisine, 3/16

Cirque Du Soleil, 3/17

1:30 Theatre, 3/24

Dallas Arboretum, 3/30

Community Recreation Center

Daddy Daughter Dance, 753 attendees, 2/4

Flex Fitness classes, 424 participants, 2/1-28

SilverSneakers Fitness, 198 members, 2/1-28

Summer Funshine and Teen Leadership Registration began, 2/20

Upcoming:

Holiday Craze Program, 3/13-17

March Fitness Madness, 3/1-31

Middle School Madness, 4/1

Aquatics Center

SilverSneakers Aquatics, 71 members, 2/1-28

Polar Plunge, 2/4, \$13,304 raised by 8 teams w/57 plungers

Dive in Movie, 2/18, 24

Upcoming:

Lifeguard certification, 3/11-13

WSI (water safety instructor) course, 3/17-19

Parks:

Rose Pruning Clinic, 80 volunteer hours, 2/11

Eagle Scout Project at the Library, 90 volunteer hours, 2/25

Historical Park

Order of Eastern Star tea, 44 attendees, 2/12

Outreach Presentation, 32 attendees, 2/13 & 2/15

Bird Walk, 8 attendees, 2/18

PARKS AND RECREATION REPORT

FEBRUARY

February Walk-ins, 116

Upcoming:

School Tours, 3/1, 3/2, 3/9, 3/10, 3/21, 3/2, 3/23, 3/29 & 3/30

Star Party, 3/7

Vintage Base Ball Game in Waxahachie, 3/11

Wedding, 3/11

General Store Demo, 3/12

Queen Anne Victorian Cottage Demo, 3/12

Service Station Demo, 3/18

Vintage Base Ball Spring Training, 3/25

Gilbert House Demo, 3/25

Log Culture Area Demo, 3/25

Come Fly A Kite!, 3/26

Vintage Base Ball Practice, 3/28

Participation Numbers

CRC: 735 program registrations
6,784 membership scans
by 1,305 members
183 Guest (Day) Passes

Aquatics: 121 program registrations
1,256 Natatorium
membership scans
by 231 members
141 Natatorium Day Passes

Sr Ctr: 5,306

*Sr Ctr Vol. Hrs: 312.55 volunteer hours
(one month behind)

HP Attendance: 116 (walk-ins)
HP Program attendees: 84
HP Vol Hrs: 117.5 (January)

Rose Garden Vol.Hrs: 0 hrs.
Program attendees: 0
JB Nature Pres. Vol. Hrs: 0 hrs.
Community Garden Vol. Hrs: 0 hrs.